

Report for Week Ending 19 September 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Distributed lists of approved headquarters reporting requirements to each Staff and Office under the DD/S. The Reports Management Officers for the Comptroller, Logistics, and Training have already commenced work on lists of reports for their Offices. This project can now be considered complete. A project completion report will be prepared today.

Project 6-13, Dispatch Format and Procedure, 6-22 - DD/I Reports Survey

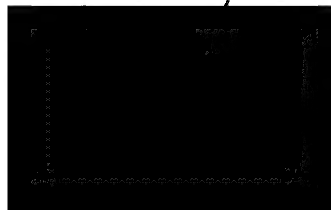
No change in status

Project 6-35 - Survey of Procurement Division Contract Files

Followed up on the rearrangement of the file clerk's work station. The work organizers have not been delivered yet.

General Information

- a. Lectured on correspondence practices at the OTR Administrative Procedures Course.
- b. Completed the pamphlet "The Correct Angle," which publicizes the advantages of raising the height of typewriters.
- c. Completed a flier on the use of stencil overlay film to improve the quality of stencil reproductions.



25X1A9a

~~CONFIDENTIAL~~